



AIR NATIONAL GUARD (ANG) ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) ANNOUNCEMENT

IAW the ADOS Application Procedures

Please submit complete ADOS applications as 1 PDF to usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil

If unable to encrypt or the application is over 4MB, please forward via <https://safe.amrdec.army.mil/safe/> to the above address

ANNOUNCEMENT NUMBER: 20-019 *R1

CLOSE OUT DATE: 6 Sep 2020

POSITION TITLE: **Financial Services Manager**

POSITION INFORMATION: Length: 30 Sep 21
Tour intent is remainder of FY20 through FY21
Pending Funding and Airman's continued eligibility.
ADOS, Title 10 - 12301d

RANK/GRADE REQUIREMENT: TSgt/E-6 to MSgt/E-7

AFSC REQUIREMENT: 6F071

SECURITY CLEARANCE REQ: Secret
(Member must have appropriate clearance for the position)

LOCATION: ANGRC 201st/CCYF, Joint Base Andrews, MD

WHO MAY APPLY: Qualified ANG members only

POC Position:

Lt Col Amy Carle
amy.carle@us.af.mil

DSN 612-7813;
Commercial (240) 612-7813

Position Description (Duty Description):

Responsible for managing programs related to the oversight and accountability of ANGRC funds. The Financial Services Manager may be assigned to one or more of the following: Quality Assurance: Performs broad-in-depth financial analysis of interrelated accounting, logistics and computer file systems concerning pay, accounts payable or receivable, and various travel entitlements to resolve especially difficult and sensitive, out-of-balance conditions associated with processing actions within Financial Management systems. Analyzes and evaluates data to conduct a variety of fiscal reconciliations, reviews, and account adjustments. Analyzes diverse financial management technical methods, techniques, precedent cases, and procedures to resolve an extensive range of difficult financial issues or problems. Serves as primary financial system administrator and Audit Focal Point for the ANGRC campus.

Pay and Travel: Performs daily transactional actions to support the ANGRC Civilian Pay program. Performs in-depth analysis of complex Civ/Mil/Travel pay cases. Coordinates with DFAS on substantial corrective actions and/or complicated adjustments, including assessing unusual circumstances or conditions. Determines appropriate travel entitlements for multiple duty statuses and situations including Temporary Duty (TDY). Develops unique solutions to problems, often dealing with incomplete, unreliable or conflicting data. Audits the full range of pay, travel, and accounts payable authorizations and entitlements to determine compliance with multiple laws, regulations, policies and issuances. Schedules, runs, and analyzes various financial system reports, such as daily activity reports, error/reject reports, status reports, discrepancy and mismatch reports, transaction reports, and ad hoc reports.

Budget: Performs budget analyst admin work including coordinating the consolidation and submission of financial plans and overseeing execution using various financial reporting systems (i.e. AFM, CRIS, DEAMS, DTS, and Checkbook). Ensures requiring activities stay within financial limitations by closely monitoring status of funds and implementing accurate and effective funds control. Assists in implementing the Resource Management System (RMS), which includes facilitating FWGs/FMBs, training RAs, and partnering w/ QA to ensure positive controls over Departmental Accountable Officials. Performs ad hoc analysis of ANGRC financial data to include but not limited to: Fall In/Out, Civ Pay, dormant obs, base operating costs, etc).

Accounting: Researches, interprets, analyzes, and applies regulations, policies, procedures, and legal decisions to address complex fiscal issues/problems. Schedules, runs, and analyzes various financial system reports, such as daily activity reports, error/reject reports, status reports, discrepancy and mismatch reports, and takes/coordinates appropriate corrective actions. Serves as the primary POC/SME for the mandatory open document reviews, providing one-on-one and/or group RA training. Assists in the management of the Government Purchase Card program. Serves as certifying official for intergovernmental and contractual purchase requests. Provides support to help management complete special projects related to the entire operation of the Comptroller division. Performs other duties as assigned.